

MEMORANDUM FOR: All NOAA Employees

FROM: R. J. Dominic
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 12

The attached Travel Transmittal Number 12 has been posted on the NOAA Travel Office (NTO) web page at <http://www.rdc.noaa.gov/~finance/travel1.htm>. Please visit our web page to view the NOAA travel regulations or to update your NOAA travel handbook. Travel Transmittal 12 provides updated information on travel authorizations, foreign visa requirements, passport requirements, frequent traveler benefits, as well as updated information on ship travel.

The NTO has posted some valuable information regarding SATO, such as, SATO Q&A's, and SATO Tips at <http://www.rdc.noaa.gov/~finance/SATO.htm>.

Please contact Rachael Wivell or Pat Oliver in the NTO on (301) 413-3060 if you have any questions.

MEMORANDUM FOR: All Holders of the NOAA Travel Handbook

FROM: R. J. Dominic
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 12

1. Filing Instructions for the NOAA Travel Handbook (NTH).
Replacement pages for your NTH are attached as follows:

Remove

Pages 301-2-1 through 301-2-25
dated January 1, 2002

Page 301-11-3
dated January 1, 2002

Federal (white paper)
page 301-53-1 through 301-53-3
dated July 1, 1998

Page 301-53-1
dated January 1, 2002

Pages 306-5-1 through 306-5-3
dated November 1, 2000

Pages 306-6-1 through 306-6-2
dated November 1, 2000

Pages 306-7-9 through 306-7-24
dated January 1, 2002

Insert

Pages 301-2-1 through 301-2-25
dated February 1, 2003

Page 301-11-3
dated February 1, 2003

Federal (print on white paper)
Page 301-53-1 through 301-53-2
dated April 12, 2002

Page 301-53-1
dated February 1, 2003

Pages 306-5-1 through 306-5-4
dated February 1, 2003

Pages 306-6-1 through 306-6-2
dated February 1, 2003

Pages 306-7-9 through 306-7-26
dated February 1, 2003

2. Explanation of Changes. The attached pages update guidance on travel authorizations, foreign visa requirements, passport requirements, as well as update information on ship travel.

3. File this cover memorandum in the front of the NTH. Clarification or assistance regarding travel policies and/or procedures may be obtained by calling your servicing Administrative Support Center travel office listed below:

WASC - Seattle----- (206) 526-6008
MASC - Boulder----- (303) 497-6199
CASC - Kansas City--- (816) 426-7543 x431
EASC - Norfolk----- (757) 441-6897
NOAA Travel Office-- (301) 413-3060

Attachments

Attachment

NOAA TRAVEL REGULATION (NTR) CHECKSHEET FOR CHAPTERS 300 and 301

Following is a list of pages currently in effect in the NTR. This checksheet is to be used to verify the accuracy of the NTR.

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NOAA TRAVEL REGULATION CHECKSHEET FOR CHAPTERS 302 and 306

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DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 301

Following is a list of pages currently in effect in the DOC Travel Handbook. This checksheet is to be used to verify the accuracy of the DOC Travel Handbook. NOTE: The DOC Travel Handbook, Chapter 301, has not been written in the plain language format and currently does not line up correctly with the Federal and NOAA pages in this new NOAA Travel Handbook (NTH).

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Part 301-1

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Part 301-11

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DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 301 (continued)

DOC Travel Handbook, Special Transmittal 004, Dated February 25, 2000, was issued without page numbers. File behind FTR according to Part. Pages with multiple parts, e.g., questions and answers from Part 301-51 appear on the same page as 301-52, need to be copied so that each can be filed in their appropriate Part.

Part 301-51

301-51.1 thru 301-51.7

Part 301-52

301-52.17 thru 301-52.23

Part 301-54

301-54.1

Part 301-70

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PART 301-2--GENERAL RULES

Sec.	
301-2.1(a)	What form do I use to authorize travel?
301-2.1(b)	What is the difference between an authorizing official and an approving official as it relates to travel?
301-2.1(c)	Who has the authority to authorize travel authorizations?
301-2.1(d)	When must I have a travel authorization?
301-2.1(e)	Where do I show leave on the travel authorization?
301-2.1(f)	Can one travel authorization cover a group of individuals?
301-2.1(g)	Are there any other exceptions to list more than one individual on a travel authorization?
301-2.1(h)	How do I show changes to a travel authorization that has already been authorized, but travel has not taken place?
301-2.1(i)	What should I do if I incur expenses that are not authorized on the travel authorization?
301-2.1(j)	What is a blanket (limited open) travel authorization?
301-2.1(k)	Can blanket travel authorizations be used for foreign travel?
301-2.1(l)	Once my blanket travel authorization is authorized, do I need to have any other approval?
301-2.1(m)	Can actual expenses be authorized on my blanket travel authorization?
301-2.1(n)	What form do I use to claim travel expenses?
301-2.1(o)	Who has the authority to approve travel vouchers?

NOAA TRAVEL DELEGATIONS

301-2.5	Who has the authority to authorize most types of travel, including: 1) premium class accommodations , 2) actual expense travel , 3) foreign travel , 4) acceptance of payment from a non-Federal source , 5) domestic/non-foreign travel , 6) permanent change of station (PCS) travel , 7) blanket travel , and 8) invitational travel ?
301-2.5(a)	Who has the authority to authorize premium-class accommodations for both foreign and domestic/non-foreign travel?
301-2.5(a)(i)	What form authorizes premium-class accommodations?
301-2.5(b)	Who has the authority to authorize the use of foreign air carriers ?
301-2.5(b)(i)	Is there a standard statement I can use to authorize foreign air carriers?
301-2.5(c)	Who has the authority to approve the use of reduced fares for group or charter arrangements ?
301-2.5(c)(i)	What information must be included in a memorandum of request for the use of reduced fares for group or charter arrangements?

- 301-2.5(d) Who has the authority to approve the use of **cash to pay for common carrier transportation exceeding \$100?**
- 301-2.5(d)(i) What information must be included in a memorandum of request for the use of cash to pay for common carrier transportation exceeding \$100?
- 301-2.5(e) Who has the authority to authorize the use of **extra-fare train service** for both foreign and domestic/non-foreign travel?
- 301-2.5(f) Who has the authority to authorize **travel by ship?**
- 301-2.5(g) Who has the authority to authorize a **rental car?**
- 301-2.5(h) Who has the authority to authorize the use of a **Government aircraft?**
- 301-2.5(i) Who has the authority to authorize payment of a **reduced per diem rate?**
- 301-2.5(j) Who has the authority to authorize **actual expenses for domestic/non-foreign travel?**
- 301-2.5(k) Who has the authority to authorize travel expenses related to **emergency travel?**
- 301-2.5(l) Who has the authority to authorize **transportation expenses related to threatened law enforcement/investigative employees and members of their family?**
- 301-2.5(m) Who has the authority to authorize **foreign travel?**
- 301-2.5(n) Who has the authority to authorize **acceptance of payment from a non-Federal source for travel expenses under \$25,000?**
- 301-2.5(n)(i) Who has the authority to authorize **acceptance of payment from a non-Federal source for travel expenses over \$25,000?**
- 301-2.5(n)(ii) Who has the authority to authorize **an in-kind donation for travel which exceeds by \$250 the value of an expenditure** (i.e., for accommodations or transportation) available under the DOC Travel Handbook? ("Exceeds by \$250" is defined as an in-kind donation which exceeds maximum allowances for official travel by \$250.)
- 301-2.5(n)(iii) What form(s) authorizes acceptance of payment from a non-Federal source for travel expenses?
- 301-2.5(o) Who has the authority to authorize individual travel authorizations related to **attendance at a conference?**
- 301-2.5(p) Who has the authority to authorize **permanent change of station (PCS) travel for commissioned personnel?**
- 301-2.5(q) Who has the authority to authorize **domestic/non-foreign and permanent change of station (PCS) travel?**
- 301-2.5(r) Who has the authority to authorize **domestic/non-foreign blanket travel?**
- 301-2.5(s) Who has the authority to authorize **domestic/non-foreign invitational travel?**
- 301-2.5(t) Who has the authority to authorize **travel of an immediate family member to attend award ceremonies?**
- 301-2.5(u) Who has the authority to approve **group travel?**

- 301-2.5(v) Who has the authority to approve **air charter services for point-to-point services to satisfy a one-time need?**
- 301-2.5(w) Who has the authority to approve **long-term apartment leases for lodging of multiple travelers on temporary duty?**
- 301-2.5(w)(i) What information must be included in a memorandum of request for the use of long-term apartment leases for lodging multiple travelers on temporary duty?
- 301-2.5(w)(ii) What information must be maintained once a long-term apartment lease is completed?
- 301-2.5(x) Who has the authority to authorize **per diem within the vicinity of one’s official duty station or residence?**
- 301-2.5(y) Who has the authority to approve the **issuance of a travel advance to a NOAA employee?**
- 301-2.5(z) Who has the authority to **change policy and/or add travel delegations to the NOAA Travel Regulations?**
- 301-2.5(aa) Who has the authority to request **exemptions from the mandatory use of the Citibank Government travel card?**
- 301-2.5(bb) Who has the authority to authorize a **conference lodging allowance for a Government sponsored conference?**
- 301-2.5(cc) Who has the authority to authorize a **conference lodging allowance for a non-Government sponsored conference?**
- 301-2.6 Who authorizes my travel when the authorizing official is not physically available to sign my travel authorization?

NOAA TRAVEL Authorization NUMBER STRUCTURE

- 301-2.7 Who assigns travel authorization numbers?
- 301-2.8 What accounting codes are required on travel authorizations and trip authorizations?
- 301-2.9 What is the format for assigning a travel authorization number?
- 301-2.10 What types of travel should be entered in the fifth position of the travel authorization number?
- 301-2.11 How is a domestic/non-foreign single travel authorization number assigned?
- 301-2.12 How is a foreign single travel authorization number assigned?
- 301-2.13 How is a domestic/non-foreign blanket travel authorization number assigned?
- 301-2.14 How is a foreign blanket travel authorization number assigned?
- 301-2.15 Are blanket travel authorizations used for obligating travel funds?
- 301-2.16 How is a trip authorization number assigned?
- 301-2.17 How is a domestic/non-foreign PCS travel authorization number assigned?
- 301-2.18 How is a foreign PCS travel authorization number assigned?

301-2.1(a) What form do I use to authorize travel?

Users of Travel Manager will use the Travel Manager authorization default form when authorizing travel expenses. Non-users will use the Form CD-29, "Travel Order," when authorizing travel expenses.

See NTR, Chapter 300-4(a)(1) for a blank Form CD-29, and NTR, Chapter 300-4(a)(2) for a blank Travel Manager authorization default form.

301-2.1(b) What is the difference between an authorizing official and an approving official as it relates to travel?

An authorizing official authorizes the obligation of funding on the travel authorization and an approving official authorizes reimbursement of the travel expenses on the travel voucher.

301-2.1(c) Who has the authority to authorize travel authorizations?

Hard copy travel authorizations must be approved by an authorizing official from the funding office. NTR, Chapter 301-2.5 - 301-2.5 (cc) lists authorizing officials who may authorize travel authorizations. The person electronically approving a travel authorization in the NOAA CAMS Travel System, Integrated Travel Manager (ITM) will vary based on the type of user.

For routing users, travel authorizations are electronically sent through a pre-determined management chain for review, approval, and financial processing. These electronic travel authorizations, when electronically approved by the authorizing official, are binding.

For non-routing users, ITM is used for travel document preparation only and the resultant electronic travel authorizations are not binding. Electronic approval of non-routing travel authorizations is only to move the electronic travel authorization to the next processing point and can be performed by the creator of the travel authorization. This is temporary until everyone is able to electronically route travel authorizations.

For both routing and non-routing users, paper copies of travel authorizations must be signed by an authorizing official from the funding office and sent to the traveler's servicing finance office.

NOAA TRAVEL REGULATION

Chapter 301--Travel Allowances

301-2.1(h)

301-2.1(d) When must I have a travel authorization?

You must have a travel authorization when one or more of the following applies to your TDY travel:

- (i) travel exceeds one calendar day (24 hour period);
- (ii) travel exceeds 12 hours and per diem is incurred;
- (iii) common carrier transportation for travel is required;
- (iv) a traveler will incur travel expenses at no cost to NOAA (zero (\$0) dollar travel authorization*), when an outside source or another Federal agency prepays all travel expenses and NOAA is charged nothing.

*See NTR, Chapter 301-2.1(n) for * zero (\$0) dollar travel vouchers; and 301-11.1(a)(i) for more information on per diem entitlements.*

301-2.1(e) Where do I show leave on the travel authorization?

Leave in conjunction with official travel (before, during, or after), must be shown in the "General Itinerary" and "Other Authorizations" section of the Travel Manager authorization default form, or "Remarks" section of the travel order. Personal points of travel must never be shown on travel authorizations.

301-2.1(f) Can one travel authorization cover a group of individuals?

No, travel authorizations (including blanket travel authorizations and trip authorizations) must be for a single traveler only.

301-2.1(g) Are there any other exceptions to list more than one individual on a travel authorization?

Yes, travel authorizations can cover more than one individual for award ceremony travel, home leave travel, and permanent change of station travel. In these cases, only one travel voucher will be filed for reimbursement.

See DOC Travel Handbook, Chapter 301-1.102(b)(8).

301-2.1(h) How do I show changes to a travel authorization that has already been approved, but travel has not taken place?

You should complete an amended travel authorization. Amendments should be issued to add expenses that require specific approval (e.g., to add a destination) or to show when travel is delayed more than 30 days. Amendments will completely replace original travel authorizations and will include all costs for the trip.

301-2.1(i) What should I do if I incur expenses that are not authorized on the travel authorization?

After travel, expenses that are not authorized on the travel authorization must be post-approved in the remarks section of the travel voucher using the following: "Reimbursement of the (specific expense(s)) as stated on the travel voucher were necessary and post-approved." The authorizing official's signature is required next to the statement in the remarks section.

See FTR, Chapter 301-12 and NTR, Chapter 301-2.5(a) - 301-2.5(cc) for expenses that require specific authorization.

301-2.1(j) What is a blanket (limited open) travel authorization?

A blanket travel authorization is issued to pre-authorize multiple trips which cannot be scheduled in advance. Blanket travel authorizations:

- 1) can only be issued to NOAA employees and should be limited to repetitive operational travel;
- 2) should include a specific purpose that would apply to all trips made under the blanket travel authorization;
- 3) should be limited as to duration and places to be visited. The duration of a blanket travel authorization (up to the limit of one fiscal year) will depend on the nature of the activity in which the employee, station, or field party is engaged; and
- 4) cannot be used for conferences, meetings, seminars, etc.

301-2.1(k) Can blanket travel authorizations be used for foreign travel?

Yes. Blanket travel authorizations may be used for foreign travel only when:

- 1) daily assignments are of a routine operational nature, such as cross-the-border travel to Canada, or
- 2) travel to any foreign area is an emergency, e.g., nuclear disaster clean-up, and spills of oil and hazardous materials.

301-2.1(l) Once my blanket travel authorization is authorized, do I need to have any other approval?

Yes. All travel accomplished through blanket travel authorizations must be covered by individual trip authorizations. Users of Travel Manager will use the Travel Manager authorization default form for authorizing trips accomplished through blanket travel authorizations. Non-users will use the NOAA Form 42-5, "Trip Authorization," for authorizing trips accomplished through blanket travel authorizations.

Each trip accomplished through blanket travel authorizations must be authorized by the employee's supervisor prior to travel or post-approved on the travel voucher after travel. Post-approvals should be rare and should be considered only for emergencies.

See NTR, Chapter 300-4(i) for a blank NOAA Form 42-5, and NTR, Chapter 300-4(a)(2) for a blank Travel Manager authorization default form.

301-2.1(m) Can actual expenses be authorized on my blanket travel authorization?

No. Actual expenses cannot be authorized on blanket travel authorizations. Actual expenses can only be authorized on individual travel authorizations, including trip authorizations, authorized at the level of authority cited in *NTR, Chapter 301-2.5(j)*.

301-2.1(n) What form do I use to claim travel expenses?

Users of Travel Manager will use the Travel Manager voucher default form when claiming travel expenses or submitting a zero (\$0) dollar travel voucher to close out the travel authorization when there is no cost for travel. Non-users will use the Form CD-370, "Travel Voucher," when claiming travel expenses or submitting a zero (\$0) dollar travel voucher.

See NTR, Chapter 300-4(g)(1) for a blank Form CD-370, and NTR, Chapter 300-4(g)(2) for a blank Travel Manager voucher default form.

301-2.1(o) Who has the authority to approve travel vouchers?

Hard copy travel vouchers may be approved by the employee's approving official as long as the hard copy travel authorization has been authorized by the authorizing official from the funding office and post-approved expenses on the travel voucher have been authorized by the authorizing official from the funding office in the remarks section of the travel voucher. See NTR 301-2.1(i) for expenses not authorized on the travel authorization. The person electronically approving a travel voucher in the NOAA CAMS Travel System, Integrated Travel Manager (ITM) will vary based on the type of user.

For routing users, travel vouchers are electronically sent through a pre-determined management chain for review, approval, and financial processing. These electronic travel vouchers when electronically approved by the approving official are binding. Electronic travel vouchers may be signed by an approving official from the traveler's office as long as the hard copy travel authorization has been approved by the authorizing official from the funding office.

For non-routing users, the electronic approval of travel vouchers is performed by the traveler's servicing finance office only. This is temporary until everyone is able to electronically route travel vouchers.

For both routing and non-routing users, paper copies of travel vouchers must be signed by an approving official and sent to the traveler's servicing finance office.

**301-2.5 Who has the authority to authorize most types of travel, including:
1) premium class accommodations, 2) actual expense travel, 3) foreign travel,
4) acceptance of payment from a non-Federal source, 5) domestic/non-
foreign travel, 6) permanent change of station (PCS) travel, 7) blanket travel,
and 8) invitational travel?**

This section sets forth the responsibilities assigned by the Under Secretary and Administrator to authorizing officials, and the exceptions thereto, and lists by organization title the officials who may authorize official travel. Within NOAA, the following officials have the authority to authorize the types of travel listed above:

Under Secretary and Administrator
Assistant Secretary and Deputy Administrator
Deputy Under Secretary
Associate Deputy Under Secretary
Director, Program Coordination Office
Chief Scientist of NOAA
Deputies, Naval and Air Force
Director, Public and Constituent Affairs
Director, Sustainable Development and Intergovernmental Affairs
Director, Policy and Strategic Planning
Director, Legislative Affairs
Director, International Affairs
General Counsel
Director, Office of Marine and Aviation Operations
Director, Commissioned Personnel Center
Director, Marine Operations Center
Director, Aircraft Operations Center
Chief Financial Officer/Chief Administrative Officer
Director, Systems Acquisition Office
Director, High Performance Computing and Communications
Federal Coordinator, Office of the Federal Coordinator for Meteorological
 Services and Supporting Research
Deputy Directors, Staff Offices
Assistant Administrators
Deputy Assistant Administrators

NOAA TRAVEL REGULATION

Chapter 301--Travel Allowances

301-2.5(c)(i)

The following travel arrangements (301-2.5(a) - 301-2.5(cc)) require specific authorization or prior approval:

301-2.5(a) Who has the authority to authorize premium-class accommodations for both foreign and domestic/non-foreign travel?

Officials listed in *NTR, Chapter 301-2.5*
Executive Director, OAR
See FTR, Chapter 301-10.121 - 301-10.124.

301-2.5(a)(i) What form authorizes premium-class accommodations?

Form CD-334 is used to authorize premium-class accommodations. A copy of the Form CD-334 and a copy of the travel authorization must be submitted to the NOAA Travel Office whenever first-class travel is authorized.
See NTR, Chapter 300-4(e) for a blank Form CD-334.

301-2.5(b) Who has the authority to authorize the use of foreign air carriers?

The authorizing official who authorized the travel authorization.
See FTR, Chapter 301-10.131 - 301-10.143.

301-2.5(b)(i) Is there a standard statement I can use to authorize foreign air carriers?

Yes. *See NTR, Chapter 300-4(k) for a blank copy of the Fly America Act justification statement.*

301-2.5(c) Who has the authority to approve the use of reduced fares for group or charter arrangements?

Memoranda of request for reduced fares for group and charter arrangements must be submitted to and approved by the Director, Finance Office/Comptroller.
See FTR, Chapter 301-10.111.

301-2.5(c)(i) What information must be included in a memorandum of request for the use of reduced fares for group or charter arrangements?

The traveler must submit a memorandum of request justifying all the pertinent facts as to why specific use is necessary, and how it is advantageous to the Government, prior to issuance of the travel authorization. Failure to comply may result in denial of reimbursement.

301-2.5(d) Who has the authority to approve the use of cash to pay for common carrier transportation exceeding \$100?

Memoranda of request for the use of cash to pay for common carrier transportation exceeding \$100 must be submitted to and approved by the Chief, Financial Systems and Policy Division, Finance Office, or the Directors, Administrative Support Centers (ASC).
See FTR, Chapter 301-51.100 - 301-51.102.

301-2.5(d)(i) What information must be included in a memorandum of request for the use of cash to pay for common carrier transportation exceeding \$100?

Memoranda of request must come from the authorizing official and must fully explain why cash was used and must be accompanied by:
-A copy of the travel authorization;
-A copy of the passenger's ticket coupon; and
-Original travel voucher or reclaim travel voucher.

301-2.5(e) Who has the authority to authorize the use of extra-fare train service for both foreign and domestic/non-foreign travel?

Officials listed in *NTR, Chapter 301-2.5*
Executive Director, OAR
Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR
Director, National Sea Grant College Program, OAR
Director National Undersea Research Program, OAR
Director, Office of Global Programs, OAR
See FTR, Chapter 301-10.160 - 301-10.164.

301-2.5(f) Who has the authority to authorize travel by ship?

The authorizing official who authorized the travel authorization.
See NTR, Chapter 301-11.101(b)(i) - 301-11.101(b)(iv).

301-2.5(g) Who has the authority to authorize a rental car?

The authorizing official who authorized the travel authorization.
See FTR, Chapter 301-10.450 - 301-10.452.

NOAA TRAVEL REGULATION

Chapter 301--Travel Allowances

301-2.5(j)

301-2.5(h) Who has the authority to authorize the use of a Government aircraft?

The authorizing official who authorized the travel authorization.
See FTR, Chapter 301-10.260 - 301-10.262, and NTR, Chapter 301-10.500 - 301-10.508.

301-2.5(i) Who has the authority to authorize payment of a reduced per diem rate?

The authorizing official who authorized the travel authorization.
See FTR, Chapter 301-11.200.

301-2.5(j) Who has the authority to authorize actual expenses for domestic/non-foreign travel?

Officials listed in *NTR, Chapter 301-2.5*
OFA Office Directors
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Executive Director, OAR
Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR
Director, National Sea Grant College Program, OAR
Director, National Undersea Research Program, OAR
Director, Office of Global Programs, OAR
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Laboratory Directors, NMFS
Chief of Enforcement and Deputy, NMFS Chief Financial Officer (CFO)
CFO/CAO, NESDIS
CIO, NESDIS
Director, Integrated Program Office, NESDIS
Director, Office of Satellite Operations, NESDIS
Director, Office of Satellite Data Processing and Distribution, NESDIS
Director, Office of Research and Applications, NESDIS
Director, Office of Systems Development, NESDIS
Director, National Climatic Data Center, NESDIS
Director, National Oceanographic Data Center, NESDIS
Director, National Geophysical Data Center, NESDIS
See FTR, Chapter 301-11.300 - 301-11.306, and NTR, Chapter 301-11.307 -301-11.311.

301-2.5(k) Who has the authority to authorize travel expenses related to emergency travel?

The authorizing official who authorized the travel authorization.
See FTR, Chapter 301-30.1 - 301-30.5.

301-2.5(l) Who has the authority to authorize transportation expenses related to threatened law enforcement/investigative employees and members of their family?

The authorizing official who authorized the travel authorization.
See FTR, Chapter 301-31.1 - 301-31.15.

301-2.5(m) Who has the authority to authorize foreign travel?

Officials listed in *NTR, Chapter 301-2.5*

CFO/CAO, NWS

Director of the Office of Strategic Planning and Policy, NWS

CIO, NWS

Directors, Financial Management Centers, NWS

Executive Director, OAR

Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR

Director, National Sea Grant College Program, OAR

Director, National Undersea Research Program, OAR

Director, Office of Global Programs, OAR

- Foreign travel for Presidential Appointees must be authorized by the Under Secretary and Administrator.

- Foreign travel for the Director, Aircraft Operations Center, will be authorized by the Director, Office of Marine and Aviation Operations.

- Foreign travel for Assistant Administrators of Line Offices and Directors of Staff Offices, will be authorized by the Under Secretary and Administrator, Assistant Secretary and Deputy Administrator, or the Deputy Under Secretary.

(All requests for foreign travel will be authorized and processed in accordance with DOC Travel Handbook, Chapter 306, and NTR, Chapter 306.)

301-2.5(n) Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses under \$25,000?

Directors, Financial Management Centers

See NOAA Finance Handbook, Chapter 4, Section 15, and FTR, Chapter 304.

301-2.5(n)(i) Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses over \$25,000?

Secretary of Commerce

301-2.5(n)(ii) Who has the authority to authorize an in-kind donation for travel which exceeds by \$250 the value of an expenditure (i.e., for accommodations or transportation) available under the DOC Travel Handbook? ("Exceeds by \$250" is defined as an in-kind donation which exceeds maximum allowances for official travel by \$250.)

Chief Financial Officer and Assistant Secretary for Administration, DOC

301-2.5(n)(iii) What form(s) authorizes acceptance of payment from a non-Federal source for travel expenses?

The Form CD-210 (or Form CD-342 if the donation is from a foreign government) authorizes acceptance of payment from a non-Federal source for travel expenses. The Form CD-538, Acceptance of Payment from a Non-Federal Source for Travel Expenses must accompany the CD-210 whenever the payment exceeds \$250.

See NTR, Chapter 300-4(b), (c), and (d) for blank forms.

301-2.5(o) Who has the authority to authorize individual travel authorizations related to attendance at a conference?

The authorizing official who authorized the travel authorization.

See DOC Travel Handbook, Chapter 305-4.1 - 305-4.6.

301-2.5(p) Who has the authority to authorize permanent change of station (PCS) travel for commissioned personnel?

Under Secretary and Administrator

Assistant Secretary and Deputy Administrator

Deputy Under Secretary

Director, NOAA Corps Operations

301-2.5(q) Who has the authority to authorize domestic/non-foreign and permanent change of station (PCS) travel?

Officials listed in *NTR, Chapter 301-2.5*

Within NOAA, each Line and Staff Office is responsible for maintaining a listing of those who are authorized to authorize domestic/non-foreign and PCS travel.

For more information on this listing, call your Line or Staff Office.

(All requests for domestic travel will be authorized and processed in accordance with FTR, Chapter 301, DOC Travel Handbook, Chapter 301, and NTR, Chapter 301. All requests for permanent change of station travel will be authorized and processed in accordance with FTR, Chapter 302, DOC Travel Handbook, Chapter 302, and NTR, Chapter 302.)

301-2.5(r) Who has the authority to authorize domestic/non-foreign blanket travel?

Officials listed in *NTR, Chapter 301-2.5*
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Executive Director, OAR
Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR
Deputy Directors, Office of Oceanic and Atmospheric Research Labs, OAR
Director, National Sea Grant College Program, OAR
Deputy Director, National Sea Grant College Program, OAR
Director, National Undersea Research Program, OAR
Director, Office of Global Programs, OAR
Deputy/Assistant Director, Office of Global Programs, OAR
Division Chiefs, Office of Oceanic and Atmospheric Research Laboratories, OAR
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Chief of Enforcement and Deputy, NMFS
Directors, Center for Operational Oceanographic Products and Services, NOS
Director, Office of Response and Restoration, NOS
Chief, Hazardous Materials Response Division, NOS
Chief, Coastal Protection and Restoration Division, NOS
Director, National Centers for Coastal Ocean Science, NOS
Director, Office of National Geodetic Survey, NOS
Director, Office of Coast Survey, NOS
Director, Office of Aeronautical Charting and Cartography, NOS
See DOC Travel Handbook, Chapter 301-1.102(a)(2), and NTR, Chapter 301-2.1(f) - 301-2.1(i).

301-2.5(s) Who has the authority to authorize domestic/non-foreign invitational travel?

Officials listed in *NTR, Chapter 301-2.5*
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Executive Director, OAR
Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR
Deputy Directors, Office of Oceanic and Atmospheric Research Labs, OAR
Director, National Sea Grant College Program, OAR
Deputy Director, National Sea Grant College Program, OAR
Director, National Undersea Research Program, OAR
Director, Office of Global Programs, OAR
Deputy/Assistant Director, Office of Global Programs, OAR
Division Chiefs, Office of Oceanic and Atmospheric Research Laboratories, OAR
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Laboratory Directors, NMFS
Chief of Enforcement and Deputy, NMFS
Special Agents in Charge, NMFS
Division Chiefs, NMFS
Director, NOAA Coastal Services Center, NOS
Program Manager, NOAA Coastal Services Center, NOS
Director, Center for Operational Oceanographic Products and Services, NOS
Director, National Centers for Coastal Ocean Science, NOS
Director, Center for Coastal Environmental Health and Biomolecular Research at
Charleston, NOS
Director, Center for Coastal Fisheries and Habitat Research at Beaufort, NOS
Director, Office of Response and Restoration, NOS
Chief, Hazardous Materials Response Division, NOS
Chief, Coastal Protection and Restoration Division, NOS
See FTR, Chapter 301-1.2 - 301-1.3, and NTR, Chapter 301-1.2(c)(1) - 301-1.4.

301-2.5(t) Who has the authority to authorize travel of an immediate family member to attend award ceremonies?

Under Secretary and Administrator
Assistant Secretary and Deputy Administrator
Deputy Under Secretary
See DOC Travel Handbook, Chapter 301-1.102(b)(8).

301-2.5(u) Who has the authority to approve group travel?

1) Domestic/non-foreign group travel: Memoranda of request for groups of fifteen or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Under Secretary and Administrator;

2) Foreign and non-foreign group travel: Memoranda of request for groups of eight or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Under Secretary and Administrator.
See DOC Travel Handbook, Chapter 301-1.102(b)(7).

301-2.5(v) Who has the authority to approve air charter services for point-to-point services to satisfy a one-time need?

Memoranda of request for air charter services must be submitted to and approved by the Director, Finance Office/Comptroller.
See NTR, Chapter 301-10.500 - 301-10.508.

301-2.5(w) Who has the authority to approve long-term apartment leases for lodging of multiple travelers on temporary duty?

Memoranda of request for long-term apartment leases for lodging of multiple travelers on temporary duty must be submitted to and pre-approved by the Chief, Financial Systems and Policy Division, Finance Office.

301-2.5(w)(i) What information must be included in a memorandum of request for the use of long-term apartment leases for lodging multiple travelers on temporary duty?

- Lease period,
- Expected frequency of use,
- Cost/savings analysis justification, and
- Expected savings for lease period.

301-2.5(w)(ii) What information must be maintained once a long-term apartment lease is completed?

- The occupying traveler's name,
- Dates of occupancy, and
- Copies of travel authorizations.

These records must be submitted to the NOAA Travel Office with requests for lease renewals.

301-2.5(x) Who has the authority to authorize per diem within the vicinity of one's official duty station or residence?

The authorizing official who authorized the travel authorization.

*See NTR, Chapter 301-11.1(a)(i) - 301-11.1(d)(iii) for circumstances in which an approving official **may** authorize per diem within the vicinity of one's official duty station or residence.*

301-2.5(y) Who has the authority to approve the issuance of a travel advance to a NOAA employee?

Memoranda of request for the issuance of travel advances to NOAA employees must be submitted to and approved by the Chief, Travel and Purchases Branch, Finance Office, or the Chief, Financial Management Division of your servicing finance office.

See NTR, Chapter 301-51 for regulations regarding the issuance of travel advances to NOAA employees, and NTR, Chapter 300-4(f) for a blank Form CD-369.

301-2.5(z) Who has the authority to change policy and/or add travel delegations to the NOAA Travel Regulations?

Memoranda of request to change policy and/or add travel delegations to the NOAA Travel Regulations must be submitted to and approved by the Director, Finance Office/Comptroller.

301-2.5(aa) Who has the authority to request exemptions from the mandatory use of the Citibank Government travel card?

Memoranda of request for exemptions from the mandatory use of the Citibank Government travel card must be signed by the Line Office Chief Financial Officer (CFO)/Management and Budget Chief, or Staff Office Director, and be submitted through the Director, Finance Office/Comptroller, to the NOAA CFO/CAO. The NOAA CFO/CAO will forward requests to the DOC Chief Financial Officer and Assistant Secretary for Administration for approval. DOC must report all exemptions to General Services Administration (GSA).
See NTR, Chapter 301-51 for regulations regarding exemptions from the mandatory use of the Citibank Government travel card.

301-2.5(bb) Who has the authority to authorize a conference lodging allowance for a Government sponsored conference?

Officials listed in NTR, Chapter 301-2.5
OFA Office Directors
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Executive Director, OAR
Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR
Director, National Sea Grant College Program, OAR
Director, National Undersea Research Program, OAR
Director, Office of Global Programs, OAR
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Laboratory Directors, NMFS
Chief of Enforcement and Deputy, NMFS
CFO/CAO, NESDIS
CIO, NESDIS
Director, Integrated Program Office, NESDIS
Director, Office of Satellite Operations, NESDIS
Director, Office of Satellite Data Processing and Distribution, NESDIS
Director, Office of Research and Applications, NESDIS
Director, Office of Systems Development, NESDIS
Director, National Climatic Data Center, NESDIS
Director, National Oceanographic Data Center, NESDIS
Director, National Geophysical Data Center, NESDIS
See FTR, Chapter 301-11.300 - 301-11.306, and NTR, Chapter 301-11.307 - See NTR, Chapter 301-74 for regulations regarding conference planning.

301-2.5(cc) Who has the authority to authorize a conference lodging allowance for a non-Government sponsored conference?

The authorizing official who authorized the travel authorization.
See NTR, Chapter 301-74 for regulations regarding conference planning.

301-2.6 Who authorizes my travel when the authorizing official is not physically available to sign my travel authorization?

Only individuals in suitable management positions should be permitted to sign for authorizing officials during their absences. The term “suitable management positions” excludes secretaries or other office staff performing duties at the clerical or other non-management levels. Authorizing officials will be responsible for travel authorizations authorized for them in their absence.

301-2.7 Who authorizes the Assistant Administrator(AA) and the Deputy Assistant Administrator’s (DAA’s) travel?

The Deputy Under Secretary authorizes the AA and the DAA’s travel.

NOAA TRAVEL Authorization NUMBER STRUCTURE

301-2.8 Who assigns travel authorization numbers?

Each Line and Staff office is responsible for assigning all travel authorization numbers.

301-2.9 What accounting codes are required on travel authorizations and trip authorizations?

Every travel authorization and trip authorization must include a CAMS accounting classification code which would include the bureau, the project/task, organization code, and object classification code(s). Object classification codes are automatically assigned for users of Travel Manager. See the following Internet site to convert FIMA accounting codes to CAMS accounting codes: [Http://titan.rdc.noaa.gov/~cams/ConvertFIMA.html](http://titan.rdc.noaa.gov/~cams/ConvertFIMA.html) For non-users, NOAA object classification codes will be shown in block 11 of the travel authorization. NOAA object classification codes are found at the following Internet site: <http://www.rdc.noaa.gov/~finance>.

301-2.10 What is the format for assigning a travel authorization number?

The general format for structuring travel authorization numbers follows:

Travel authorization numbers must be nine characters (either numeric or alpha) without dashes (-), spaces, or any special characters. All travel authorization numbers **must** be unique.

Last Digit of Fiscal Year	Organization Code or Foreign Code	Type of Travel	Unique 4-Digit Sequential Number
(1 character)	(3 characters)	(1 character)	(4 characters)

301-2.11 What types of travel should be entered in the fifth position of the travel authorization number?

S - domestic/non-foreign single travel authorization

F - foreign single travel authorization

B - domestic/non-foreign blanket travel authorization

K - foreign blanket travel authorization

P - domestic/non-foreign permanent change of station (PCS) travel authorization

R - foreign PCS travel authorization

301-2.12 How is a domestic/non-foreign single travel authorization number assigned?

Last Digit of Fiscal Year	Organization Code	“S”-Domestic Single	Unique 4-Digit Sequential Number
(1 character)	(3 characters)	(1 character)	(4 characters)

For example: YXXXS0001 - domestic/non-foreign single travel authorization number

301-2.13 How is a foreign single travel authorization number assigned?

Last Digit of Fiscal Year	Organization Code	“F”-Foreign Single	Unique 4-Digit Sequential Number
(1 character)	(3 characters)	(1 character)	(4 characters)

For example: YXXXXF0001 - foreign single travel authorization number

301-2.14 How is a domestic/non-foreign blanket travel authorization number assigned?

Last Digit of Fiscal Year	Organization Code	“B”-Domestic Blanket	Unique 4-Digit Sequential Number In Increments of 50
(1 character)	(3 characters)	(1 character)	(4 characters)

For example: YXXXXB0050 - domestic/non-foreign blanket travel authorization number

301-2.15 How is a foreign blanket travel authorization number assigned?

Last Digit of Fiscal Year	Organization Code	“K”-Foreign Blanket	Unique 4-Digit Sequential Number In Increments of 50
(1 character)	(3 characters)	(1 character)	(4 characters)

For example: YXXXXK0050 - foreign blanket travel authorization number

301-2.16 Are blanket travel authorizations used for obligating travel funds?

No, blanket travel authorizations are not used for obligating travel funds.
Individual trip authorizations are used for obligating travel funds.

301-2.17 How is a trip authorization number assigned?

An individual trip authorization number will be a sequential number within the blanket travel authorization number (positions 6-9).

For example: If the blanket domestic/non-foreign travel authorization number is YXXXB0050;
the trip authorization numbers will be YXXXB0051 through YXXXB0099

301-2.18 How is a domestic/non-foreign PCS travel authorization number assigned?

Last Digit of Fiscal Year	Organization Code	“P”-Domestic PCS	Unique 4-Digit Sequential Number
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(1 character)	(3 characters)	(1 character)	(4 characters)
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For example: YXXXP0001 - domestic/non-foreign PCS travel authorization number

301-2.19 How is a foreign PCS travel authorization number assigned?

Last Digit of Fiscal Year	Organization Code	“R”-Foreign PCS	Unique 4-Digit Sequential Number
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(1 character)	(3 characters)	(1 character)	(4 characters)
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For example: YXXXR0001 - foreign PCS travel authorization number

The following rules apply to Government and commercial ship travel. Per diem both to and from the ship will be computed under lodgings plus per diem.

301-11.101(b)(i) What per diem am I entitled to aboard a ship that is not docked and meals are provided?

You are entitled to no less than a \$2.00 allowance for incidentals when aboard a ship within CONUS that is not docked and meals are provided. You are entitled to no less than a \$3.50 allowance for incidentals when aboard a ship in a foreign or OCONUS area of travel that is not docked and meals are provided.

301-11.101(b)(ii) What am I entitled to aboard a ship that is docked and meals are not provided?

You are entitled to the locality M&IE rate when aboard a ship that is docked and meals are not provided.

301-11.101(b)(iii) What am I entitled to aboard a ship that is docked and meals are provided, but not lodging?

You are entitled to the applicable maximum lodging rate, plus the applicable incidental rate when aboard a ship that is docked and meals are provided, but not lodging. The incidental rate for CONUS travel will always be \$2. Use the *FTR, Chapter 301, Appendix B “Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance”* when determining the appropriate incidental rate for OCONUS travel.

301-11.101(b)(iv) What M&IE rate am I entitled to when en-route to and from the ship?

You are entitled to the origin M&IE rate when en-route to and from the ship. Origin is defined as the place (permanent duty station or residence) where travel begins.

**PART 301-53 USING PROMOTIONAL MATERIALS AND FREQUENT
TRAVELER PROGRAMS**

Sec.

- 301-53.1 To whom do the pronouns “I”, “you”, and their variants refer throughout this part?
- 301-53.2 What may I do with promotional benefits or materials I receive from a travel service provider?
- 301-53.3 How may I use frequent traveler benefits?
- 301-53.4 May I select travel service providers for which my agency is not a mandatory user in order to maximize my frequent traveler benefits?
- 301-53.5 Are there exceptions to the mandatory use of a contract city-pair fares and an agency’s travel management system?
- 301-53.6 Is a denied boarding benefit considered a promotional item for which I may retain compensation received from an airline whether voluntary or involuntary?

301-53.1 To whom do the pronouns “I”, “you”, and their variants refer throughout this part?

The pronouns “I”, “you”, and their variants throughout this part refer to the employee.

301-53.2 What may I do with promotional benefits or materials I receive from a travel service provider?

Any promotional benefits or materials received from a travel service provider in connection with official travel may be retained for personal use, if such items are obtained under the same conditions as those offered to the general public and at no additional cost to the Government.

301-53.3 How may I use frequent traveler benefits?

You may use frequent traveler benefits earned on official travel to obtain travel services for a subsequent official travel assignment(s); however, you may also retain such benefits for your personal use, including upgrading to a higher class of service.

301-53.4 May I select travel service providers for which my agency is not a mandatory user in order to maximize my frequent traveler benefits?

No, you may not select a traveler service provider based on whether it provides frequent traveler benefits. You must use the travel service provider for which your agency is a mandatory user. This includes contract passenger transportation services and travel management systems. You may not choose a travel service provider to gain frequent traveler benefits for personal use (Also see 301-10.109 and 301-10.110 of this chapter.)

301-53.5 Are there exceptions to the mandatory use of a contract city-pair fares and an agency's travel management system?

Yes, the exceptions are in accordance with 301-10.107- and 301-10.108 of this chapter for the mandatory use of a contract city-pair fare, and 301-73.103 of this chapter for the mandatory use of a travel management system.

301-53.6 Is a denied boarding benefit considered a promotional item for which I may retain compensation received from an airline whether voluntary or involuntary?

A denied boarding benefit (e.g., cash, free ticket coupon) is not a promotional item given by an airline. See the provisions of 301-10.116 of the chapter when an airline denies you a seat (involuntary) and 301-10.117 of this chapter when you vacate your seat (voluntary).

**PART 301-53 USING PROMOTIONAL MATERIALS AND FREQUENT
TRAVELER PROGRAMS**

Sec.

301-53.3(a) Under what circumstances may I use frequent traveler benefits to upgrade to premium class accommodations for official travel?

301-53.3(b) Is there any special delegation and/or approval required when I use frequent traveler benefits earned on official travel to upgrade to premium class accommodations for official travel?

301-53.3(a) Under what circumstances may I use frequent traveler benefits to upgrade to premium class accommodations for official travel?

You may use frequent traveler benefits to upgrade to premium class accommodations for official travel anytime.

301-53.3(b) Is there any special delegation and/or approval required when I use frequent traveler benefits earned on official travel to upgrade to premium class accommodations for official travel?

There is no special delegation and/or approval required when you use frequent traveler benefits earned on official travel to upgrade to premium class accommodations for official travel. This includes when you use personal funds for the upgrade. However, **if appropriated funds are used to pay for the upgrade to premium class accommodations**, you are still required to meet one of the exceptions listed in the Federal Travel Regulations, 301-10.123 and 301-10.124, and therefore, a special delegation and approval are still required (See NOAA Travel Regulations, 301-2.5(a) - 301-2.5(a)(i)).

PART 306-5-Official Passports

Sec.

- 306-5.1 As a NOAA employee traveling to a foreign country on official business, am I required to obtain an official passport?
- 306-5.2 What is the lead-time requirement for processing an official passport?
- 306-5.3 Do I provide a justification if there is not enough lead-time to process my official passport?
- 306-5.4 How do I apply for an official passport?
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- 306-5.9 What do I do with my official passport when I return from official travel?
- 306-5.10 What do I do with my official passport upon leaving Government service?
- 306-5.11 Can I keep my official passport for a souvenir?

306-5.1 As a NOAA employee traveling to a foreign country on official business, am I required to obtain an official passport?

Yes. All NOAA employees traveling to a foreign country on official business **must** obtain an official passport and official visas if required, before leaving the United States. An official passport is not required for travel to Taiwan, American Samoa, Guam, Alaska, Hawaii, Johnston Atoll, Midway Islands, Northern Mariana Islands, Puerto Rico, Virgin Islands of the U.S., Wake Island, Bermuda, Bahamas, Fiji, Kwajalein, Marshall Islands, and all possessions of the United States. The NTO strongly urges employees to carry birth evidence when traveling to the before-mentioned destinations to avoid unnecessary problems. However, if you have an official or personal passport, you are expected to use your official or personal passport instead of birth evidence.

306-5.2 What is the lead-time requirement for processing an official passport?

The lead-time requirement for processing an official passport is 4 to 6 weeks and is dictated by the Department of State.

306-5.3 Do I need to provide a justification if there is not enough lead-time to process my official passport?

Yes. Passport applications submitted with less than 4-weeks lead-time **must** include an emergency justification letter addressed to the Department of State, Chief of Passport Services. The emergency justification does not guarantee that the foreign travel package will be processed in time for travel.

306-5.4 How do I apply for an official passport?

You may apply for an official passport in one of the following two ways:
(If you expect to travel frequently, you may request a 48-page passport to accommodate visa stamps.)

1) “DS-11, Application for Passport,” is used if you have **never** been issued a passport (either personal or official), or if you have a passport that was issued **more** than 15 years ago. The NTO will send you a DS-11 form, and an original and a photocopy of a letter of authorization. You are required to apply in person at the nearest Passport Office, Clerk of the Circuit Court, or Federal District Court. You will need to take a completed, but not signed, DS-11 form, an original and a photocopy of a letter of authorization, two passport-size photographs (2"x 2"), and a birth certificate with a raised seal. At least 4 to 5 weeks is required for processing DS-11 forms (not including visas).

2) “DS-82, Passport Application by Mail,” is used if you have a passport (either personal or official) that was issued within the last 15 years. You will submit a completed and signed DS-82 form, two passport-size photographs (2"x 2"), and either a personal or official passport issued within the last 15 years to the NTO for processing. At least 4 weeks is required for processing DS-82 forms (not including visas).

306-5.5 What are the passport photo requirements?

Passport photos must be 2" x 2" (excluding white borders), and must have a white or off-white background. The applicant’s image must be centered in the photograph with a 1/2" space between the top of the applicant’s head and the top edge of the photograph.

306-5.6 What form do I use when I need to make changes to my official passport?

You will submit a “DS-19, Passport Amendment/Validation Application” to the NTO to correct a name and/or descriptive data in the passport, to add visa supplement pages to the passport, or to extend the validity of a limited passport. At least 4 weeks is required for processing DS-19 forms (not including visas).

306-5.7 What form do I use if my official passport is lost or stolen?

You must notify the NTO immediately if your official passport is lost or stolen. The NTO will send you a “DS-64, Statement Regarding Lost or Stolen Passport,” a DS-11 form, and an original and a photocopy of a letter of authorization. You are required to apply in person at the nearest Passport Office, Clerk of the Circuit Court, or Federal District Court. You will need a completed DS-64 form, a memo of explanation supported by police documentation (if possible), a completed, but not signed, DS-11 form, an original and a photocopy of a letter of authorization, two passport-size photographs (2"x 2"), and a birth certificate with a raised seal. Four to five weeks is required for processing DS-11 forms (not including visas).

306-5.8 Where do I obtain passport forms for official travel?

Passport forms may be obtained from the NTO by calling (301) 413-3060 or on-line at <http://travel.state.gov> . Passport forms **cannot** be photocopied.

306-5.9 What do I do with my official passport when I return from official travel?

Department of State security requirements dictate that all official passports be returned to the NTO for safekeeping in the official passport repository upon completion of foreign travel. Employees who accomplish frequent foreign travel, or are on foreign blanket travel orders, may retain official passports in a locked safe in their offices. **Official passports are the property of the Government, and are not the personal property of the traveler. Official passports must never be kept at home.**

306-5.10 What do I do with my official passport upon leaving Government service?

Upon leaving Government services, employees must return all valid or expired official passports to the NTO for disposition.

306-5.11 Can I keep my official passport for a souvenir?

Yes. Employees who wish to retain their official passport for a souvenir must return their official passport with a memorandum of explanation to the NTO. The NTO will forward the official passport to the Department of State for cancellation. After cancellation, the official passport will be returned to the traveler for a souvenir.

PART 306-6-Official Visas

Sec.

- 306-6.1 What is a visa?
- 306-6.2 What lead-time requirements does the NOAA Travel Office require for processing visa(s) for official travel?
- 306-6.3 How do I obtain a visa(s) in my official passport?
- 306-6.4 Is there a listing I should use when verifying visa requirements for official travel?
- 306-6.5 Where do I obtain visa applications for official travel?
- 306-6.6 How do I read the “Visa Requirements for Official Travel” listing?

306-6.1 What is a visa?

A visa is a stamp affixed in a passport which allows you to enter and exit a foreign country.

306-6.2 What lead-time requirements does the NOAA Travel Office require for processing visa(s) for official travel?

Lead-time requirements for processing visas for official travel are dictated by the various embassies. Six to seven working days lead-time is required to process visas for most countries. Fifteen days lead-time is required to obtain visas for China and Russia, and 2 months lead-time is required to obtain visas for Cuba.

306-6.3 How do I obtain a visa(s) in my official passport?

You will submit your official passport and any applicable visa documentation to the NTO for processing. Visa requirements vary for each country. Some countries may require a visa application, and some may require visa photos or letters of invitation. Most countries require that the passport be valid at least 6 months or longer beyond the dates of travel before a visa can be issued.

306-6.4 Is there a listing I should use when verifying visa requirements for official travel?

Yes. You will use the “Visa Requirements for Official Travel” listing when verifying visa requirements for official travel. Do not use the “Foreign Entry Requirements” listing published by the Department of State. “Foreign Entry Requirements” provides visa requirements for personal and private industry travel and differs from the visa requirements for official travel.

See NTR, Chapter 306-7.3 for the “Visa Requirements for Official Travel.”

306-6.5 Where do I obtain visa applications for official travel?

Current visa applications can be found at <http://www.traveldocs.com/> or may be obtained at the NTO by calling (301) 413-3060.

306-6.6 How do I read the “Visa Requirements for Official Travel” listing?

You should note the following when reading the “Visa Requirements for Official Travel:”

- 1) **“No visa required”** indicates the employee travels on their official passport only; and
- 2) **“Visa required”** indicates a visa is required, but applications and pictures are not required. When a visa is required, the NTO will submit applicable paperwork with the official passport to the appropriate embassy for a visa; and

Original signatures are required on each visa application.

<u>ABU DHABI</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>AFGHANISTAN</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>ALBANIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ALGERIA</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>ANDORRA</u>	SEE FRANCE
<u>ANGOLA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ANGUILLA</u>	NO VISA REQUIRED
<u>ANTARCTICA</u>	NO VISA REQUIRED
<u>ANTIGUA & BARBUDA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ARGENTINA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ARMENIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ARUBA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>AUSTRALIA</u>	Australian visas should be obtained electronically thru the applicable travel management center (TMC). In cases where electronic visas are not possible: 1 ORIGINAL VISA APPLICATION - FORM 456
<u>AUSTRIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>AZERBAIJAN</u>	1 VISA APPLICATION, 2 PHOTOS LETTER FROM HOST COMPANY OR ORGANIZATION AUTHORIZED BY MINISTRY OF FOREIGN AFFAIRS

<u>AZORES</u>	SEE PORTUGAL
<u>BAHAMAS</u>	NO OFFICIAL PASSPORT OR VISA REQUIRED. PROOF OF CITIZENSHIP: BIRTH CERTIFICATE OR VOTE OF REGISTRATION CARD ACCEPTABLE
<u>BAHRAIN</u>	1 VISA APPLICATION, 1 PHOTO
<u>BALI</u>	SEE INDONESIA
<u>BANGLADESH</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>BARBADOS</u>	2 VISA APPLICATIONS, 2 PHOTOS (Embarkation and debarkation aboard ship - No visa required)
<u>BELARUS</u>	1 VISA APPLICATION, 1 PHOTO
<u>BELGIUM</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>BELIZE</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>BENIN</u>	3 VISA APPLICATIONS, 3 PHOTOS (CHOLERA AND YELLOW FEVER)
<u>BERMUDA</u>	NO VISA REQUIRED
<u>BHUTAN</u>	1 VISA APPLICATION, 4 PHOTOS
<u>BOLIVIA</u>	VISA REQUIRED
<u>BONAIRE</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>BORNEO</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>BOSNIA - HERZEGOVINA</u>	NO VISA REQUIRED UNDER 1 MONTH

<u>BOTSWANA</u>	1 VISA APPLICATION
<u>BRAZIL</u>	1 VISA APPLICATION, 1 PHOTO
<u>BRITAIN</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>BRITISH VIRGIN ISLANDS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>BRUNEI - DARUSSALAM</u>	1 ORIGINAL VISA APPLICATION, 1 PHOTO
<u>BULGARIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>BURKINA PASO</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER VACCINE)
<u>BURMA</u>	NOW CALLED “MYANMAR” 3 VISA APPLICATIONS, 4 PHOTOS
<u>BURUNDI</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>CAMBODIA</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>CAMEROON</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER VACCINE)
<u>CANADA</u>	NO VISA REQUIRED UNDER 3 MONTHS. NOTE: effective 7/1/99, official passports are strongly suggested for employees conducting official business in Canada due to problems at the border.
<u>CANARY ISLANDS</u>	SEE SPAIN
<u>CAPE VERDE</u>	1 VISA APPLICATION, 1 PHOTO

<u>CAYMAN ISLANDS</u>	NO VISA UNDER 3 MONTHS
<u>CENTRAL AFRICA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>CEYLON</u>	1 VISA APPLICATION, 2 PHOTOS
<u>CHAD</u>	3 VISA APPLICATIONS, 3 PHOTOS (YELLOW FEVER VACCINE)
<u>CHILE</u>	VISA REQUIRED
<u>CHINA</u>	1 VISA APPLICATION, 1 PHOTO, AND A LETTER OF INVITATION FROM THE CHINESE GOVERNMENT. <u>Allow at least 2 weeks lead time</u>
<u>CHRISTMAS ISLAND</u>	AUSTRALIAN OWNED: SEE AUSTRALIA KIRITIMATI OWNED: SEE KIRIBATI
<u>COCOS ISLAND</u>	SEE AUSTRALIA
<u>COLOMBIA</u>	VISA REQUIRED
<u>COMOROS ISLANDS</u>	VISA REQUIRED. Can be obtained on arrival for a stay up to a month.
<u>CONGO - BRAZZAVILLE</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>CONGO</u> (FORMERLY ZAIRE)	2 VISA APPLICATIONS, 2 PHOTOS
<u>COOK ISLAND</u>	NO VISA REQUIRED - SEE NEW ZEALAND
<u>COSTA RICA</u>	VISA REQUIRED

<u>COTE D’IVOIRE</u> <u>IVORY COAST</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>CROATIA</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>CUBA</u>	1 VISA APPLICATION (Must be typed), 2 PHOTOS. <u>Allow 2 months lead time.</u> NO VISA FOR GUANTANAMO BAY
<u>CURASAO</u>	SEE NETHERLAND ANTILLES
<u>CURACAO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>CYPRUS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>CZECH REPUBLIC</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>DENMARK</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>DJIBOUTI</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>DOMINICA</u>	NO VISA REQUIRED
<u>DOMINICAN REP.</u>	VISA REQUIRED (No visa when traveling via military plane)
<u>DUBAI</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>ECUADOR</u>	VISA REQUIRED
<u>EGYPT</u>	1 VISA APPLICATION, 1 PHOTO
<u>EL SALVADOR</u>	1 VISA APPLICATION, 2 PHOTOS
<u>ENGLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS

<u>EQUATORIAL GUINEA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>ERITREA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ESTONIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ETHIOPIA</u>	1 VISA APPLICATION, 1 PHOTO - <u>Allow 2 weeks lead time</u> (YELLOW FEVER IMMUNIZATION)
<u>FIJI</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>FINLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>FRANCE</u>	1 VISA APPLICATION (<u>Completely filled out and signed</u>), 1 PHOTO. Spain, France, and Greece are all the same visa.
<u>FRENCH GUIANA</u>	SEE FRANCE
<u>FRENCH POLYNESIA</u>	SEE FRANCE
<u>FRENCH WEST INDIES</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>GABON</u>	2 VISA APPLICATIONS, 2 PHOTOS, (YELLOW FEVER, SMALLPOX, & CHOLERA)
<u>GALA PAGOS ISLANDS</u>	SEE ECUADOR
<u>GAMBIA</u>	2 VISA APPLICATIONS, 2 PHOTOS (IMMUNIZATION RECORD)
<u>GEORGIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>GERMANY</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>GHANA</u>	1 VISA APPLICATION, 4 PHOTOS (4 Part carbon through application)

<u>GIBRALTAR</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>GILBERT ISLANDS</u>	SEE KIRIBATI
<u>GREAT BRITAIN</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>GREECE</u>	1 VISA APPLICATION, 1 PHOTO Spain, France, and Greece are all the same visa.
<u>GREENLAND</u>	SEE DENMARK
<u>GRENADA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>GRENADINE ISLANDS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>GUADELOUPE</u>	SEE FRANCE
<u>GUAM</u>	NO VISA REQUIRED
<u>GUATEMALA</u>	VISA REQUIRED
<u>GUIANA, FRENCH</u>	SEE FRENCH GUIANA
<u>GUINEA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>GUINEA - BISSAU</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>GUYANA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>HAITI</u>	VISA REQUIRED
<u>HOLY CITY- VATICAN CITY STATE</u>	SEE ITALY

<u>HONDURAS</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>HONG KONG</u> Administrative Region -	NO VISA REQUIRED UNDER 3 MONTHS Travelers visiting Hong Kong after visiting China and then returning to China, will continue to require a double entry visa to China - 1 VISA APPLICATION, 1 PHOTO, AND LETTER OF INVITATION.
<u>HUNGARY</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ICELAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>INDIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>INDONESIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>IRAN</u>	NO TRAVEL ALLOWED
<u>IRAQ</u>	NO TRAVEL ALLOWED
<u>IRELAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ISRAEL</u>	1 VISA APPLICATION AND CLEAR PHOTOCOPY OF THE PASSPORT (Will need new passport if current passport contains current a Syrian visa).
<u>ITALY</u>	NO VISA REQUIRED
<u>IVORY COAST</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>JAMAICA</u>	1 VISA APPLICATION, 1 PHOTO
<u>JAPAN</u>	1 VISA APPLICATION , 1 PHOTO (visa valid 5 years)

<u>JAVA (INDONESIA)</u>	SEE INDONESIA
<u>JORDAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>KAMPUCHEA</u>	3 VISA APPLICATIONS, 3 PHOTOS, AND COPY OF TRAVEL ITINERARY
<u>KAZAKHSTAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>KENYA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>KIRIBATI</u>	1 VISA APPLICATION, 1 PHOTO
<u>KOREA (SOUTH)</u>	1 VISA APPLICATION, 1 COLOR PHOTO
<u>KUWAIT</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>KYRGYZSTAN</u>	1 VISA APPLICATION (Must be typed), 1 PHOTO
<u>LAOS</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>LATVIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>LEBANON</u>	1 VISA APPLICATION, 2 PHOTOS
<u>LEEWARD ISLANDS</u>	SEE BRITISH VIRGIN ISLANDS
<u>LESOTHO</u>	NO VISA REQUIRED UNDER 1MONTH
<u>LIBERIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>LIBYA</u>	NO TRAVEL ALLOWED
<u>LIECHTENSTEIN</u>	NO VISA REQUIRED UNDER 3 MONTHS

<u>LITHUANIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>LOMBOK</u>	SEE INDONESIA
<u>LUXEMBOURG</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MACALL</u>	SEE PORTUGAL
<u>MACEDONIA</u>	1 VISA APPLICATION, 1 PHOTO, LETTER OF INVITATION
<u>MADAGASCAR</u>	1 ORIGINAL VISA APPLICATION, 1 PHOTO
<u>MALAWI</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>MALAYSIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MALDIVES</u>	NO VISA REQUIRED
<u>MALI</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>MALTA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MARQUESAS ISLANDS</u>	SEE FRANCE
<u>MARSHALL ISLANDS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MARTINIQUE</u>	SEE FRANCE
<u>MAURITANIA</u>	2 VISA APPLICATIONS, 4PHOTOS, (IMMUNIZATION RECORD)
<u>MAURITIUS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MAYOTTE</u>	SEE FRANCE
<u>MEXICO</u>	NO VISA REQUIRED UNDER 3 MONTHS (Need special permit if working in Mexican waters)

<u>MICRONESIA</u>	NO VISA REQUIRED
<u>MIQUELON INLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MOLDOVA</u>	1 VISA APPLICATION, 1 PHOTO
<u>MONACO</u>	SEE FRANCE
<u>MONGOLIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>MONTENEGRO</u>	1 VISA APPLICATION
<u>MONTSERRAT</u>	NO VISA REQUIRED
<u>MOROCCO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MOZAMBIQUE</u>	1 VISA APPLICATION, 2 PHOTOS
<u>MYANMAR</u>	3 APPLICATIONS, 4 PHOTOS
<u>NAMIBIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>NAURU</u>	VISA REQUIRED - PERMISSION LETTER FROM REPUBLIC OF NAURU POLICE DEPARTMENT IS REQUIRED.
<u>NEPAL</u>	1 VISA APPLICATION, 1 PHOTO
<u>NETHERLANDS</u>	NO VISA REQUIRED
<u>NETHERLAND ANTILLES</u>	NO VISA REQUIRED
<u>NEW CALEDONIA</u>	SEE FRANCE
<u>NEW ZEALAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>NICARAGUA</u>	NO VISA REQUIRED UNDER 3 MONTHS

<u>NIGER</u>	3 VISA APPLICATIONS, 3 PHOTOS (YELLOW FEVER - CERTIFIED SHOT RECORD)
<u>NIGERIA</u>	1 VISA APPLICATION, 1 PHOTO (UP-TO-DATE SHOT RECORD & 2 WEEK BACKGROUND INVESTIGATION)
<u>NIVE</u>	SEE NEW ZEALAND
<u>NORFOLK ISLANDS</u>	SEE AUSTRALIA
<u>NORTH MARIANA ISLANDS</u>	NO VISA REQUIRED
<u>NORWAY</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>OMAN</u>	2 ORIGINAL VISA APPLICATIONS (Must be typed), 2 PHOTOS
<u>PAKISTAN</u>	1 VISA APPLICATION, 2 PHOTOS
<u>PALAU ISLANDS</u>	VISA ISSUED AT AIRPORT
<u>PANAMA</u>	1 PHOTO
<u>PAPUA NEW GUINEA</u>	2 VISA APPLICATIONS, 2 PHOTOS, (Port Moresby must send Immigration approval to embassy)
<u>PARAGUAY</u>	1 VISA APPLICATION, 1 PHOTO
<u>PERU</u>	1 VISA APPLICATION, 1 PHOTO
<u>PHILIPPINES</u>	1 VISA APPLICATION, 1 PHOTO
<u>POLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>PORTUGAL</u>	NO VISA UNDER 1 MONTH (In cases over 1 month, the traveler must apply at a local police station)

<u>QATAR</u>	1 VISA APPLICATION, 2 PHOTOS
<u>REUNION ISLAND</u>	SEE FRANCE
<u>ROMANIA</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>RUSSIA</u>	<p>1 VISA APPLICATION, 3 SIGNED PASSPORT TYPE PHOTOS, OFFICIAL INVITATION FROM AN ORGANIZATION AUTHORIZED TO INVITE BUSINESS/OFFICIAL VISITORS TO RUSSIA. TO ARRANGE AN INVITATION, USUALLY SENT TO YOU BY FAX, YOUR SPONSOR WILL REQUIRE:</p> <p>YOUR FULL NAME, NATIONALITY, PASSPORT NUMBER DATE OF ARRIVAL/DEPARTURE IN RUSSIA, AND THE CITIES YOU WILL VISIT.</p> <p>THE INVITATION TO RUSSIA MUST BE FROM THE RUSSIAN FOREIGN MINISTRY. THE LETTER MUST CONTAIN: OFFICIAL SEAL AND LEGAL ADDRESS OF THE AGENCY, SIGNATURE AND NAME OF OFFICIAL AUTHORIZED TO INVITE FOREIGNERS TO RUSSIA. THE EMBASSY RESERVES THE RIGHT TO REQUEST THE ORIGINAL INVITATION.</p> <p>THERE IS A CONSULAR FEE, IN THE FORM OF A MONEY ORDER PAYABLE TO THE RUSSIAN EMBASSY. FEES ARE:</p> <p>\$80.00 PER VISA: (ONE WEEK ISSUE) \$110.00 PER VISA: (72 HOURS ISSUE) \$150.00 PER VISA: (24-48 HOURS ISSUE) \$300.00 PER VISA: (SAME DAY ISSUE - BY ARRANGEMENT ONLY) DOUBLE ENTRY: ADDITIONAL \$50.00</p> <p>PLEASE ALLOW 3-4 WEEKS PROCESSING TIME</p>

<u>RWANDA</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>SAINT BARTS</u>	SEE FRANCE
<u>SAINT KITTS & NEVIS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAINT LUCIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAINT MAARTEN</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAINT PIERRE MIQUELON</u>	SEE FRANCE
<u>SAINT VINCENT & THE GRENADINES</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAMOA (WESTER)</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>SAN MARINO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAOTOME & PRINCIPE</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER)
<u>SAUDI ARABIA</u>	1 VISA APPLICATION, 1 PHOTO (Will need new passport if current passport contains Israeli visa)
<u>SCOTLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SERBIA & MONTENEGRO</u>	1 VISA APPLICATION
<u>SENEGAL</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SEYCHELLES</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SIERRA LEONE</u>	1 VISA APPLICATION, 1 PHOTO

<u>SINGAPORE</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>SLOVAK REPUBLIC</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>SLOVENIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SOLOMON ISLANDS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SOMALIA</u>	CONTACT DEPARTMENT OF STATE
<u>SOUTH AFRICA</u>	1 VISA APPLICATION
<u>SPAIN</u>	VISA REQUIRED Spain, France, and Greece are all the same visa.
<u>SRI LANKA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>SUDAN</u>	NO VISA IS ISSUED STATESIDE
<u>SUMATRA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>SURINAME</u>	1 VISA APPLICATION
<u>SWAZILAND</u>	NO VISA REQUIRED UNDER 2 MONTHS. If entry/exit via South Africa, a double transit visa is required
<u>SWEDEN</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SWITZERLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SYRIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>TAHITI</u>	SEE FRANCE

<u>TAIWAN</u>	<u>MUST TRAVEL ON PERSONAL PASSPORT.</u> TAIWAN CLEARANCE FORM AND COUNTRY CABLE CLEARANCE MUST BE FAXED TO THE TAIWAN COORDINATION STAFF BY THE TRAVELER (Fax number on clearance sheet). Upon approval, Taiwan Coordination Staff will fax clearance to the NTO. Upon completion of the foreign travel package, the NTO will send the traveler a copy of the Taiwan clearance form. Traveler is expected to obtain a Taiwanese visa in their personal passport by submitting a copy of the approved Taiwan clearance form with personal passport and visa paperwork to the Taiwan embassy.
<u>TAJIKISTAN</u>	1 VISA APPLICATION, 3 PHOTOS. (Approval from the Ministry of Foreign Affairs in Tajikistan must be arranged by sponsor)
<u>TANZANIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>THAILAND</u>	1 VISA APPLICATION, 2 PHOTOS
<u>TIMOR</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>TOGO</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>TOKELEU</u>	SEE NEW ZEALAND
<u>TONGA</u>	NO VISA UNDER 1 MONTH
<u>TRINIDAD & TOBAGO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>TUNISIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>TURKEY</u>	1 VISA APPLICATION

<u>TURKMENISTAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>TURKS & CAICOS ISLANDS</u>	NO VISA UNDER 1 MONTH
<u>TUVALU ISLAND</u>	NO VISA REQUIRED
<u>UGANDA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>UKRAINE</u>	1 VISA APPLICATION, 2 PHOTOS
<u>UNITED ARAB EMIRATES</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>UNITED KINGDOM</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>URUGUAY</u>	VISA REQUIRED
<u>UZBEKISTAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>VANUATU</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>VENEZUELA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>VIETNAM</u>	1 VISA APPLICATION, 1 PHOTO, VISA APPROVAL FORM (Visa approval form must come from joint venture partner who must obtain the approval letter in advance from the Immigration Department on the travelers behalf. Visa approval form must accompany the visa application and photo.)
<u>VIRGIN ISLANDS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>BRITISH WALES</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>WALLIS ISLAND</u>	SEE FRANCE

<u>WESTERN SAMOA</u>	SEE SAMOA
<u>WEST INDIES (BRITISH)</u>	NO VISA REQUIRED
<u>WEST INDIES (FRENCH)</u>	NO VISA REQUIRED
<u>YEMEN ARAB REP.</u>	1 VISA APPLICATION, 2 PHOTOS
<u>YUGOSLAVIA</u> (Federal Republic)	1 VISA APPLICATION
<u>YUGOSLAVIA</u> (Former Yugoslav Republic of Magedonia)	NO VISA UNDER 3 MONTHS
<u>ZAIRE</u>	SEE CONGO
<u>ZAMBIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>ZANZIBAR</u>	1 VISA APPLICATION, 1 PHOTO
<u>ZIMBABWE</u>	2 VISA APPLICATIONS, 2 PHOTOS